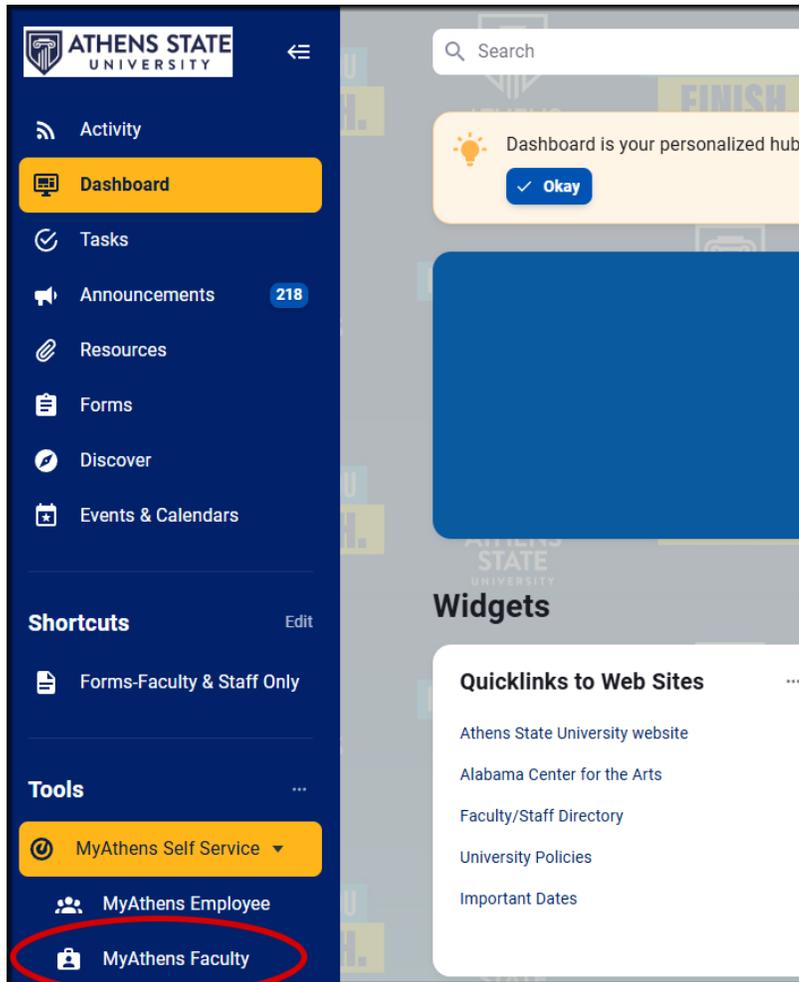
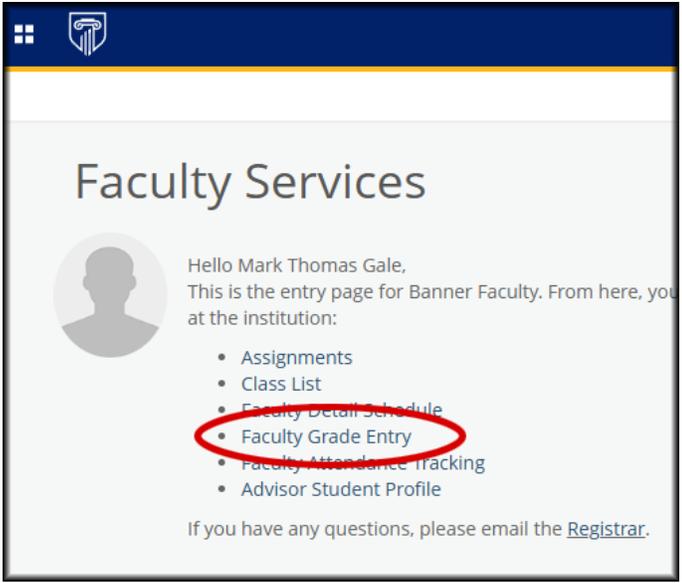


## Steps for Submitting Final Grades:

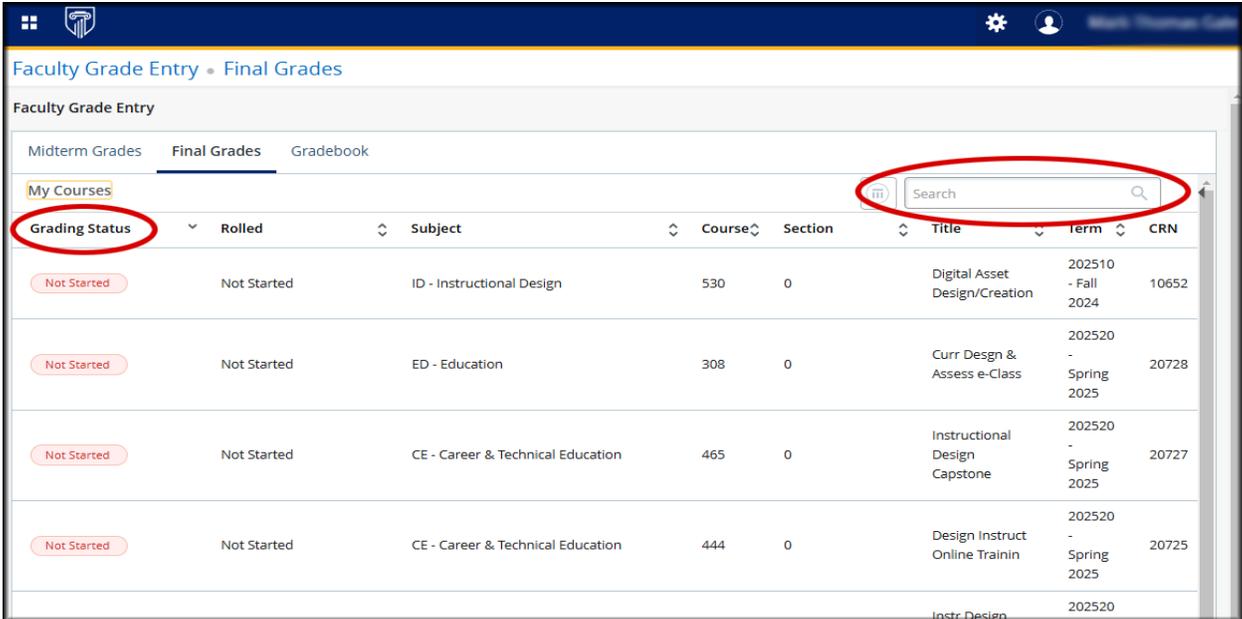
1. Log into [myAthens Portal](#).
2. Select **MyAthens Faculty** on the left hand navigation menu (under Tools)



3. Select **Faculty Grade Entry**



4. Locate the course you wish to insert grades for
  - a. Typing the Course Name or CRN in the Search Bar can quickly find the course
  - b. Clicking "Grading Status" twice will pull the courses in which you are an instructor in to the top of the list



5. Once you have located the course, click on the row.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

| Grading Status | Rolled      | Subject                           | Course | Section | Title                          | Term                 | CRN   |
|----------------|-------------|-----------------------------------|--------|---------|--------------------------------|----------------------|-------|
| Not Started    | Not Started | ID - Instructional Design         | 530    | 0       | Digital Asset Design/Creation  | 202510 - Fall 2024   | 10652 |
| Not Started    | Not Started | ED - Education                    | 308    | 0       | Curr Desgn & Assess e-Class    | 202520 - Spring 2025 | 20728 |
| Not Started    | Not Started | CE - Career & Technical Education | 465    | 0       | Instructional Design Capstone  | 202520 - Spring 2025 | 20727 |
| Not Started    | Not Started | CE - Career & Technical Education | 444    | 0       | Design Instruct Online Trainin | 202520 - Spring 2025 | 20725 |
|                |             |                                   |        |         | Instr Design                   | 202520               |       |

6. Scroll down to view the course roster. The course roster for the selected course will appear below the course list.

|             |             |                                   |     |   |                               |                    |       |
|-------------|-------------|-----------------------------------|-----|---|-------------------------------|--------------------|-------|
| Not Started | Not Started | ID - Instructional Design         | 640 | 0 | Digital Training Delivery     | 202510 - Fall 2024 | 10653 |
| In Progress | In Progress | CE - Career & Technical Education | 306 | 0 | Intro to Instructional Design | 202510 - Fall 2024 | 10114 |
| In Progress | In Progress | CE - Career & Technical Education | 308 | 0 | Info Desgn & Visual Literacy  | 202510 - Fall 2024 | 10115 |

Records Found: 65

Page 1 of 7

Enter Grades

| Full Name | ID | Midterm Grade | Final Grade | Rolled | Last Attend Date | Hours Attended | Narrative Grade Comment |
|-----------|----|---------------|-------------|--------|------------------|----------------|-------------------------|
|           |    |               |             |        | 08/23/2024       |                |                         |
|           |    |               |             |        | 08/23/2024       |                |                         |
|           |    |               |             |        | 08/23/2024       |                |                         |
|           |    |               |             |        | 08/23/2024       |                |                         |

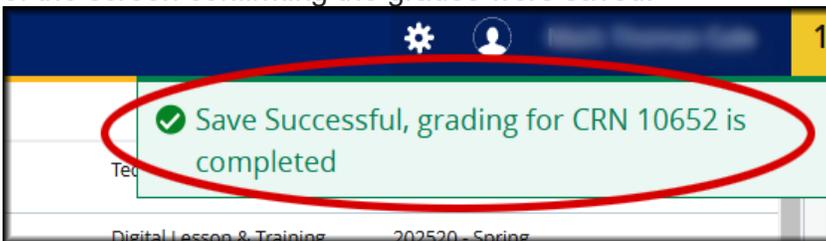
7. Enter each student's letter grade in the **Final Grade** drop down menu. If the **Last Date of Attendance** for the grade was required and **IS NOT** locked with a pre-populated value, insert the last date of attendance. If the letter grade of the student did not require a last date of attendance to be entered, then leave the value that is already pre-populated in the system.

A screenshot of a web application interface for entering grades. It features a table with four rows. Each row has a dropdown menu for the grade and a date field. The dropdown menus are set to 'A', 'C', 'B', and 'C' from top to bottom. The date fields are all set to '08/23/2024'. Two red circles highlight the dropdown menus and the date fields. At the bottom right, there are 'Save' and 'Reset' buttons. The bottom left shows 'Records Found: 0' and pagination controls for 'Page 1 of 1' and 'Per Page 25'.

- Once all grades have been entered, scroll to the bottom of the page and click **Save**.

A screenshot of the same web application interface as above, but with the 'Save' button at the bottom right circled in red. The dropdown menus and date fields are still visible and unchanged.

- If done correctly, you should receive a green message in the upper right-hand corner of the screen confirming the grades were saved.



- If you have another course to enter grades for, scroll to the top of the page and locate the course. Repeat Steps 4-9 located above for each course you are entering grades for.